

BIRCHAM PARISH COUNCIL

Minutes of the meeting of Bircham Parish Council on Wednesday 25th March 2026.

Present: Cllrs H Rayner (Chairman), Cllr Palmer, Cllr Daniels, Cllr Morley, Cllr Kemsley

Also present, Michelle Wroth (Clerk) and 6 members of the Public (MOP)

1. Declarations of Interest (25/144)

- a) To receive declarations of interest and dispensation requests

2. Apologies for Absence (25/145)

- a) Apologies received from Cllr Clark, Cllr Hutchinson and Cllr Spake

3. Chairman's welcome and announcements (25/146)

4. Minutes (25/147)

- a) The minutes of meeting held on 28th January 2026, having been previously circulated, were accepted as a true record and duly signed.
- b) Matters arising from the above minutes, or previous meetings (information only)
 - Quote received for the access to playing field from Church Lane, Clerk to contact Sandringham to see if they will cover the costs.
 - The work to install the chevrons has been completed
 - No further update on the power discs due to the increased population of geese
 - The hedge behind the Cricket Pavillion has been cut

5. Public Participation (25/148)

- a) Items raised included:
 - Speed watch and residents' concerns with speeding from Honey hills and in Bircham Tofts. The Chair proposed to move item 13d so this could be discussed together. It was suggested by the MOP that they would like to create a Village Highway Plan to include items which had been suggested from the tri-parties meeting. The plan would include SAM2 machines, additional painted road markings, improved signage and the movement of the speed limit on Lynn Road. Council agreed that MOP will create the plan, funding to be investigated once an agreed plan is in place; to be able to submit with funding applications.

6. Reports (25/149)

- a) Bircham in Bloom (BiB) – discuss email received on the access from Lynn Road; Council discussed and unanimously agreed to spend £358 on the access area based on the recommendations from BiB.
ACTION: Clerk to send BiB Chair copy of the Terms of Reference (ToR) updated with current Chair and Vicechair person of the Council and also the confirmation from the Insurance company regarding the Health and Safety detailed in the ToR as being sufficient for the policy
Borough Cllr Morley confirmed that as BiB remains a sub-group of the Parish Council, he will no longer be able to provide an annual grant to them as only applicable if a separate entity.
- b) County Councillor – No report received
- c) Borough Councillor – Cllr Morley's report covered that Council Tax bills have been issued for 26/27, the reserves of the Council are increasing and the LGR had been announced

7. Planning (25/150)

- a) Consider Planning Application(s): None received
- b) Other Planning matters, including recent decisions, and consideration of applications arriving after publication of the agenda

Chairman: Councillor Hugh Rayner Vice Chairperson: Councillor Lisa Palmer

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Ref No:	Address	Details	BCKL&WN Decision
23/00768/NMAM_1	Land S of 16 Lynn Road	NON-MATERIAL AMENDMENT OF PLANNING PERMISSION 23/00768/FM: Construction of 12 new dwellings and ancillary buildings and garages with new access from Lynn Road	APPROVED 09.02.26
25/02087/F	Toft Lodge Stanhoe Road	HOUSEHOLDER - Two storey rear extension with extension to existing single storey rear projection	APPROVED 10.02.26

8. Finance (25/151)

- a) Financial Report - Noted
- b) Consider Payments to be made – Approved; decision carried

Name	Description	Gross	Budget
<u>Direct Debits:</u>			
ECS	Computer – February 2026	27.00	EXP
ECS	Computer – March 2026	27.00	EXP
Unity Trust	Service Charge	6.00	EXP
Unity Trust	Service Charge	6.00	EXP
British Gas	Streetlights - 02.12.25 to 31.12.25	143.82	SLP
British Gas	Streetlights – 01.01.26 to 31.01.26	164.85	SLP
British Gas	Streetlights – 01.02.26 to 28.02.26	132.68	SLP
<u>BACS:</u>			
Salaries	Salaries – March 2026	511.48	CKS/EXP
HMRC	PAYE – Month 12	17.52	CKS
LGPS	Pension – Month 12	144.63	CKS
A Masters	Playing Field Hedge Cutting	90.00	PLM
Bircham Social Club	Meeting room hire 2025	400.00	RMS
Docking Parish Council	Councillor Training	120.00	CLT
Clear Council	BiB Insurance	309.53	BIB
Bircham Cricket Club	Playing Field Grass cutting for 2026	2,800.00	PLM

- c) Consideration of payments to be made; received after publication of the agenda - Approved; decision carried

D Pattison	BiB – Expenses	29.25	BIB
M Wroth	Expenses	26.70	EXP
NALC	Website Hosting July 25 – March 26	59.50	EXP
Fenland Leisure Products Ltd	Playground annual inspection	129.60	PLS

- d) To note receipts
 - £250 Grant from Bircham in Bloom from Borough Councillor Morley
 - £500 donation
- e) Bank Reconciliation on 28 February 2026 - £5,782.87 General Funds available - Noted
- f) Grant Requests (to note s.137 limit for 25.26 is £4,170):
 - i. Request received from Bircham Social Club for £5000 towards replacing the roof – request unsuccessful – unanimous decision ACTION: Clerk to write to applicant to update on the decision

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- ii. Request received from PCC at St Mary's Church Great Bircham to install a composting toilet with disabled facilities in the church grounds – the Council support the project in principle however the grant request was unsuccessful – unanimous decision - ACTION: Clerk to write to applicant to update on the decision

9. Highways (25/152)

- a) To consider any highways & determine any actions required – None raised

10. Delegated decisions (25/153)

- a) To note any decisions made through scheme of delegation - None

11. Other items for consideration (25/154)

- a) Consider trialling bi-monthly meetings – Cllr Rayner proposed to trial bi-monthly meetings for 12 months, Cllr Morley seconded the motion – Unanimous decision carried
- b) Appoint Internal Auditor for AGAR 25.26 – Council appointed Roger Gillett as the Internal Auditor for 25.26 – Decision carried unanimously
- c) Approve IT Policy - Approved unanimously; decision carried
- d) War Memorial – discuss and decide on next steps based on quote received to clean, repaint all letters in enamel and repoint (£1,647 ex VAT) Cllr Kemsley proposed to accept the quote, Cllr Daniels seconded the motion – unanimous decision carried
- e) Discuss and decide next steps for Contractor to replace swing and remove/replace as previously agreed outdoor gym equipment – 4 quotes were shared prior to the meeting; Cllr Rayner proposed that Council accept the quote received from NGF Play Ltd for £8,358(ex VAT), Cllr Daniels seconded – decision carried unanimously.
ACTION: Clerk to contact contractor for time frame
- f) Update on quotes received for under 5's equipment, discuss and decide next steps including whether a working party should be voted on to move forward with all Playing Field improvements
ACTION: Once the new swing has been installed a village survey will be created and published to gather thoughts of residents on whether additional items are required at the Playing Field.
- g) Bircham in Boom; discuss the sub-group of the Council, terms of reference and insurance – decide on the next steps – BIB will continue to operate in accordance with the Terms of Reference
- h) Review Data Audit - Approved unanimously; decision carried
- i) Review Data Protection Policy - Approved unanimously; decision carried
- j) Approve FOI Publication scheme – Approved unanimously; decision carried
- k) Trees in the Churchyard Gt Bircham; decide on next steps
ACTION: Volunteers have removed ivy and branches, also the dead tree has been removed, removed from agenda no further action required
- l) Events 2026 – discuss ideas and decide next steps
ACTION: remove from agenda until a clear motion is submitted

12. Other items for discussion (25/155)

- a) Matters raised by Cllrs – for discussion only
- b) Receive future agenda items

13. Correspondence (25/156)

- a) Email – Litter picking - Noted
- b) Email – Parking on pavement, Docking Road - Noted
- c) Email – Parking on TROD, Bircham Tofts - Noted
- d) Email from Speed watch regarding meeting held 16 February 2026 – Discussed in Public Session at the request of the Chair
- e) Norfolk ALC AGM – decide on is a representative for the Council will attend – no representative to attend from Bircham Parish Council

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14. Next Meeting (25/157)

- a) To confirm the next meeting as at 7.00pm in the Social Club, on Wednesday 20th May 2026 this will be the Annual Parish Council Meeting

Meeting closed at 9.33pm

Signed:.....(Chairman)

Date:.....

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